

# MUHAMMAD FAYIS

## Messenger | Office Support Professional

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**Location:** Qatar

**Nationality:** Indian

**Visa Status:** Transferable

**Qatar Driving License:** Valid Holder



## PROFESSIONAL SUMMARY

Experienced professional with over 8 years of GCC experience in safety supervision, document handling, and administrative support roles. Skilled in site safety monitoring, hazard identification, document delivery, and office coordination. Strong knowledge of HSE procedures and workplace safety standards. Reliable, disciplined, and capable of working in fast-paced environments while maintaining safety and confidentiality.

## CORE SKILLS

- Logistics Coordination.
- Operations Supervision.
- Event Transportation Management.
- Vendor Invoice Handling.
- Documentation and Record Keeping.
- Team Supervision.
- Customer Service.
- Risk and Safety Awareness.
- Microsoft Office (Word, Excel, Outlook).
- POS Systems.
- Arabic Typing.
- Time Management and Multitasking.

## PROFESSIONAL EXPERIENCE

### Event Driver

Feb 3 2026 – Feb 16 2026

#### Qatar TotalEnergies 2026 WTA 100 – Qatar

- Provided transportation services for tournament officials and VIP guests.
- Ensured punctual pick-up and drop-off according to event schedules.
- Maintained vehicle safety, cleanliness, and compliance with regulations.
- Coordinated with event organizers and security teams.

### Golf Cart Supervisor

Jan 14 2026 – Jan 24 2026

#### Qatar International Food Festival (QIFF) – Qatar

- Supervised golf cart operations during the event.
- Managed driver assignments and transportation routes.
- Ensured safe movement of guests and staff.
- Coordinated with event management for smooth operations.

### Pest Control Supervisor

May 2024 – Dec 2025

#### Offroad Group – Qatar

- Supervised field operations and pest control technicians.
- Conducted site inspections and prepared service reports.
- Ensured safe handling and application of chemicals.
- Maintained compliance with safety and environmental standards.

### Operation Coordinator

Oct 2021 – Feb 2024

#### Dyarc service operation coordinator and messenger – Qatar

- Managed logistics documentation including sales invoices and job registers.
- Processed payment requests and vendor invoice reconciliation.
- Uploaded credit card payment receipts and maintained financial records.
- Coordinated with finance department for local and overseas vendors.

## **Salesman & Store Keeper**

Apr 2021 – Sep 2021

### **Grandeur International – Qatar**

- Managed procurement and inventory control.
- Processed sales orders and handled payment collection.
- Conducted stock audits and maintained inventory records.
- Procurement of products.
- Check all merchandise for discrepancies and damages.
- Stock audit by the end of every month and find dispute.

## **Messenger**

### **Primary Health Care Center (PHCC) – Qatar**

Apr 2021 – Sep 2021

- Delivered official documents and handled internal communications.
- Provided transportation support for employees.

## **Safety & Security Supervisor**

Jul 2016 – Jul 2019

### **Siemens WLL – Qatar (Kahramaa)**

- Supervised site safety and security operations at Kahramaa Substation project.
- Monitored compliance with HSE policies and Qatar safety regulations.
- Conducted daily site inspections and hazard identification.
- Reported unsafe conditions and ensured corrective actions.
- Maintained safety documentation and incident records.
- Coordinated with project managers and contractors on safety matters.

## **EDUCATION**

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- **NEBOSH International General Certificate**  
Kochi, India ( Aug 2019 – Jan 2020 )
- Higher Secondary - Govt. Of Kerala ( 2014 - 15 )
- High School - Govt. Of Kerala ( 2012 - 13 )

## **TECHNICAL SKILLS**

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- MS Word, Excel, PowerPoint, Outlook.
- POS System Handling.
- Photoshop and Video Studio.
- Systematic Documentation.
- Arabic Typing Proficiency.

## **LANGUAGES**

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English | Malayalam | Hindi | Arabic